

c/o Aging Division, Community Living Section Wyoming Department of Health 6101 Yellowstone Road, Suite 186A Cheyenne, WY 82002 (307) 777-7986

http://www.health.wyo.gov/aging/wssb/wssb.html

POLICY NOTICE

Reference: Unexpended and Unobligated Funds

Policy Number: WSSB-091611-10

Effective Date: October 1, 2011

This policy provides guidance to all Wyoming Senior Services Board (WSSB) members and WSSB grantees regarding the correct process for returning unexpended and unobligated WSSB grant award funding.

Policy:

- Any awarded of unspent funds must be returned to the WSSB by July 15th of each year.
- A check should be submitted to the Fiscal Manager of the Community Living-Aging Section no later than July 15. The memo line should indicate the grant source from which the funds are being returned.

Approved by:

Signature on File	<u>09/23/2011</u>
Mary Jo Maxfield-Cox, Chair	Date:
Signature on File	09/23/2011
Ky Dixon. Vice Chair	Date:

Reviewed:	Date:	